

**THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES**

Title:	Number:	Revision Number:	Date Effective:
Division Quality Records List	00-0000-162-02	0	1 June 98
	Prepared By: Sondra D. Gutkind	Approved By: Sondra D. Gutkind	Page: 1 of 2

16.0 PURPOSE

To list the division records kept by the Division ISO Program Office.

16.1 SCOPE

This list applies to Division ISO Program Office (DISOPO).

16.2 RESPONSIBILITIES

The Division ISO Program Manager (DISOPM) is responsible to keep the Division Quality Records List current.

16.3 DEFINITIONS

None

16.4 PROCEDURE

16.4.1 This is the Division Quality Records Lists which identifies the Division Records that are kept in Division's ISO Program Office (DISOPO). It is the index of records for the DISOPO. It follows the requirements of DQP [00-0000-162-01](#).

16.4.2 Division records, unless otherwise stated, are collected, filed and stored in files in DISOPO. Most records are paper; however, electronic files may also be kept.

16.4.3 The DISOPM, Division Lead Auditor (DLA), Site Lead Auditors (SLA), Division Action Request Coordinator (DARC) and Division Document Control Coordinator (DDCC) have access, as required by Division Quality Procedures, to these files.

16.4.4 Unless otherwise stated, Division Quality Records will be kept for a minimum of 3 years.

16.4.5 Division Quality Records can be disposed after the minimum retention time.

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16.4.6 Division Quality Records List is as follows:

Record Title (Identification)	Retention Location (Where filed and stored)	Person Responsible for Access	Minimum Retention Time	DQP Requirement When Collected	Form Number, if Applicable
ESB Management Review Minutes	DISOPO	DISOPM	3 Years	DQP 00-0000-012-01	Not applicable
ISO Steering Comm. Meetings Minutes	DISOPO	DISOPM	3 Years	DQP 00-0000-012-02	Not applicable
Division Controlled Distribution Receipts	DDCC	DDCC	3 Years	DQP 00-0000-052-01	Not applicable
C/PAR Summary Matrices	DISOPO	DARC	3 Years	DQP 00-0000-142-01	Not applicable
Division CARs	DISOPO	DARC	3 Years	DQP 00-0000-142-01	C/PAR FORM 00-0000-142-01A
Division Internal Audit Reports	DISOPO	DLA	3 Years	DQP 00-0000-172-01	Not applicable
DISOPO Training Matrices	DISOPO	DISOPM	3 Years	DQP 00-0000-182-01	Not applicable

16.5 REFERENCES

16.5.1 Division Quality Procedure [00-0000-162-01](#), Control of Quality Records

16.6 RECORDS

16.6.1 Division Quality Records List

16.7 ATTACHMENTS

None